

# Chaza Zeido

## Bachelor in Business Administration & Management



### PERSONAL INFORMATION

---

Date Of Birth : 08 –May – 1994  
Nationality : Romanian.  
Current Address: Beirut-Lebanon.  
Marital Status: Single.  
E – mail: [chazazeido@gmail.com](mailto:chazazeido@gmail.com)  
Contact Phone: +961-76 027 138 (LEB).  
+971-50 360 3 350 (UAE).

### OBJECTIVE

---

Seeking a challenging position in marketing , product branding and digital marketing to apply my creative skills and be an added value , at the same time looking for improving my career planning.

### EDUCATION

---

Class of 2018 **Saint-Joseph University- Beirut, Lebanon.**  
Bachelor of Business Management.  
2012-2014 **Esmod Beirut – School of Fashion, Beirut Lebanon.**  
Stylisme et Modélism.  
Class of 2012 **Lycée Franco-Libanais, Verdun - Beirut, Lebanon.**  
Social and Economic French diploma

### INTERNSHIP EXPERIENCE & POST GRADUATE COURESES

---

March to May 2019 **Digital Marketing Course at American Centre for Excellence, Lebanon**

Summer 2015 **Internship at MBC Offices, Lebanon**  
Conducting an internship in different departments including Finance, General Administration, Procurement, Production and Human Resources. I got exposure and awareness in the following operational business cycles:

- Cash Cycle (accounts payables, cash management, general ledger, fixed assets, projects accounting and payroll).
- General Administration Cycle (contracts, deals memo, approvals, filing).
- Procurement Cycle (starting from the purchase request, purchase order, invoicing process, custom clearance, material receipt, inventory level management to re-order)
- Production Department (preparing and recording a program).
- Human Resources department (Monthly HR reports, Personnel Management)

### ACADEMIC PROJECT

---

Spring 2017 **Business simulation project (Innovating a product and implant it in the real market).**  
Fall 2016 **Environmental Assessment Project for a wood company (Karambois) located in Lebanon.**

### KEY SKILLS & COMPETENCIES

---

Programs 

- Microsoft Office.

---

	<ul style="list-style-type: none"> <li>• Access.</li> <li>• Oracle.</li> </ul>
Languages	<ul style="list-style-type: none"> <li>• Arabic (native language).</li> <li>• French (fluent).</li> <li>• English (certified from the English department of Saint Louis University- USA).</li> </ul>
Social Activities	<ul style="list-style-type: none"> <li>• Volunteer at JCI year 2008 to 2010.</li> <li>• Attended a first aid workshop organized by the Red Cross.</li> </ul>
Conferences	<ul style="list-style-type: none"> <li>• Bank Du Liban Accelerate 2016.</li> </ul>
Additional	<ul style="list-style-type: none"> <li>• Good presentation skills.</li> <li>• Excellent organizational skills.</li> <li>• Communication and team work skills.</li> </ul>

---

## OTHER CAREER AND PERSONAL DEVELOPMENT

2014-Present	<b>Founder of SZ Design Blog on (Social Medias)</b> <ul style="list-style-type: none"> <li>• Designing fashion clothes and accessories.</li> <li>• Marketing my own goods and communicating with the customers using social media.</li> <li>• Purchase of the raw materials from the wholesale market.</li> <li>• Organizing all the buying and selling operations using EXCEL.</li> <li>• Participated in several handmade and fashion exhibitions (Dubai &amp; Lebanon).</li> </ul>
--------------	---

---

## REFERENCES

Available Upon Request